Process	*Journal Posting*
Process Number	*GL – 003*

Description of Process

Posting is a batch program that will be run during nightly processing. The Post process ensures the following:

- Only valid, edited <u>and budget checked </u>journals are selected for posting
- Each journal line posts to the target detail ledger
- The journal status changes to "Posted"

Users will <u>not</u> have access to run the Posting Process on-line either from the Posting Icon or the Posting Process. Journals that pass the Posting Process will receive a journal status of "Posted" or "Unposted," and only journals that pass Budget Checking will be posted. For all journals meeting the Post criteria (i.e., they have already passed Edit and Budget Checking and have been selected for Posting) the Post process posts the lines to the designated journal, creates a reversing journal (if requested on the panel) and changes the status to "Posted" from "Valid."

Input to Process

Journal entry that has passed Edit and Budget Checking and has complete and accurate ChartField line information.

Output of Process

Journals that are posted to specified ledger(s).

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Process	Journal Post

Business Process Description

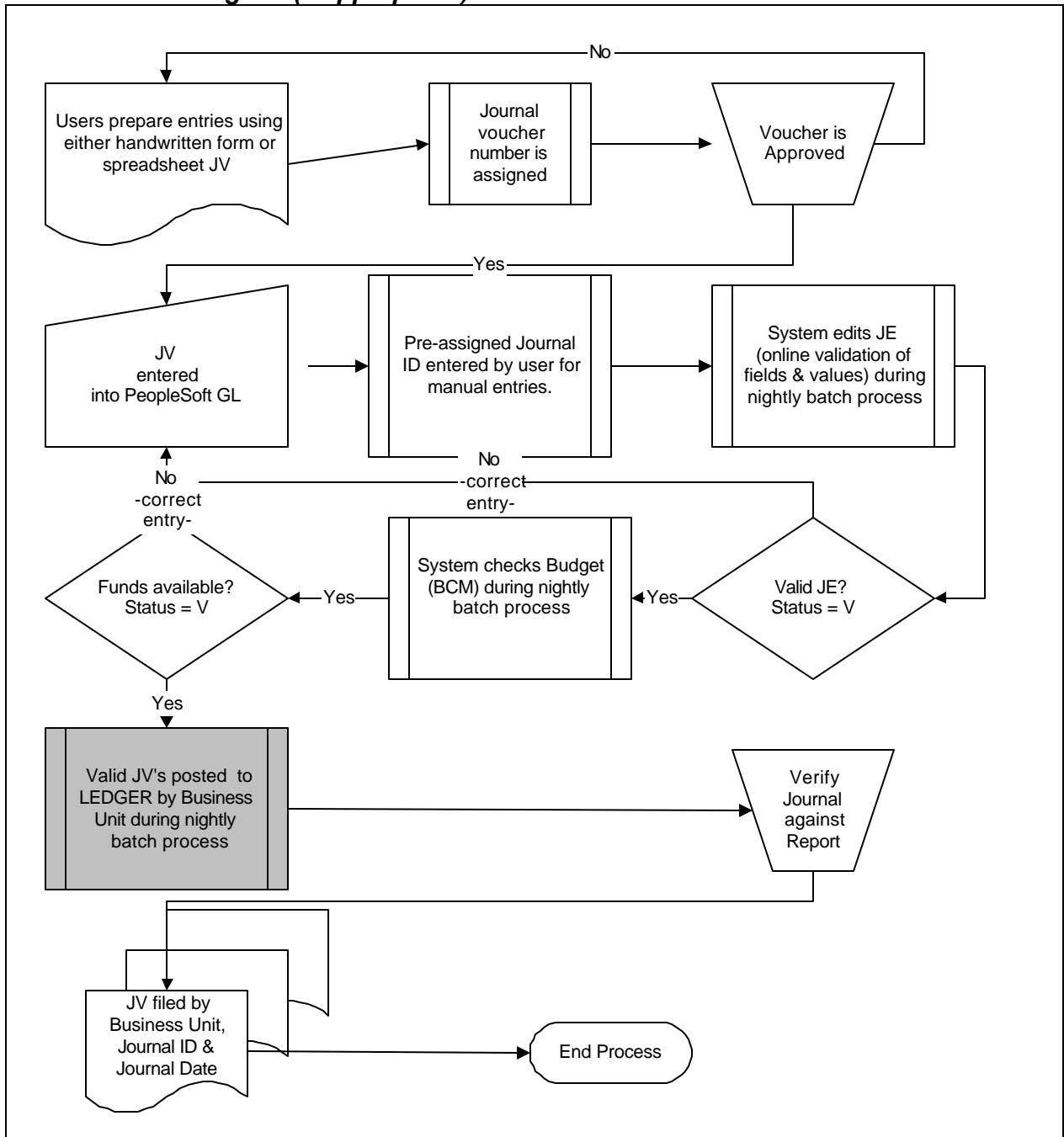| Process Description	Responsibility (Agency/Centralized)
Step 1: Journal At this point, the journal has an Edit and BCM status of "Valid."	Centralized
Step 2: Posting Process Posting Process is run during nightly batch processing and selects all journals that meet the specified criteria. The lines of each valid journal are posted to the target ledger. If requested on the journal header, a reversal journal is created. The status indicator is changed to from "Valid" to "Posted" for all posted journals.	Centralized
Step 3: Review report Review the Posted Journals Summary Report to verify that all of your journals have posted.	Agency

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

```
                                    ──────────────────── No ────────────────────┐
                                                                                  │
 ┌─────────────────────┐          ┌──────────────┐          ┌──────────────┐    │
 │ Users prepare       │          │ Journal      │          │              │    │
 │ entries using       │─────────▶│ voucher      │─────────▶│  Voucher is  │    │
 │ either handwritten  │          │ number is    │          │  Approved    │    │
 │ form or             │          │ assigned     │          │              │────┘
 │ spreadsheet JV      │          └──────────────┘          └──────────────┘
 └─────────────────────┘                                            │
          ▲                        ────────── Yes ──────────────────┘
          │                       │
 ┌────────▼──────────┐   ┌──────────────────┐   ┌──────────────────────┐
 │ JV                │   │ Pre-assigned     │   │ System edits JE      │
 │ entered           │──▶│ Journal ID       │──▶│ (online validation   │
 │ into PeopleSoft GL│   │ entered by user  │   │ of fields & values)  │
 │                   │   │ for manual       │   │ during nightly       │
 └───────────────────┘   │ entries.         │   │ batch process        │
          ▲              └──────────────────┘   └──────────────────────┘
          │ No                       │ No                    │
      -correct-                  -correct-                    │
        entry-                     entry-                     │
          │                          │                        │
 ┌────────┴────────┐   ┌──────────────────┐   ┌──────────────┴─┐
 │ Funds available?│   │ System checks    │   │ Valid JE?      │
 │ Status = V      │◀──│ Budget (BCM)     │◀──│ Status = V     │
 │                 │Yes│ during nightly   │Yes│                │
 └─────────────────┘   │ batch process    │   └────────────────┘
          │            └──────────────────┘
         Yes
          │
 ┌────────▼──────────┐                        ┌──────────────┐
 │ Valid JV's posted │                        │  Verify      │
 │ to LEDGER by      │───────────────────────▶│  Journal     │
 │ Business Unit     │                        │  against     │
 │ during nightly    │                        │  Report      │
 │ batch process     │                        └──────────────┘
 └───────────────────┘
          │
 ┌────────▼──────────┐
 │ JV filed by       │          ┌──────────────┐
 │ Business Unit,    │─────────▶│ End Process  │
 │ Journal ID &      │          └──────────────┘
 │ Journal Date      │
 └───────────────────┘
```

Process Signoff

Tested By
Date Tested